

**CAPITAL COMMUNITY COLLEGE**  
**JOB OPPORTUNITY**  
**Assistant Director of Admissions, CCP 16**  
**Full Time, 12 Month, Tenure Track Appointment**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 950 Main Street, Hartford, CT 06103

**Hours:** Full Time, 35 hours a week

**Salary:** \$52,208 approximate annual.

**Closing Date:** Letter of application must be postmarked no later than November 3, 2014.  
No phone calls; submit only one application either via email or hard copy.

**General Knowledge, Skills and Ability:**

Bachelor's degree in Student Services Administration, Public Relations, or a related field, and one year of professional experience in recruitment, office administration, public relations, or student advisement. Experience with student data management systems is also required. Experience working with diverse populations and bilingual abilities as well as experience with F-1 international student admissions and SEVIS system is desirable

**General Experience:**

Under the supervision of the Director of Admissions, the Assistant Director will be responsible for Student recruitment activities; recruitment promotional materials, including communication with local high schools for purposes of student recruitment and enrollment; informing and counseling students regarding careers, transfer, credit by examination and other services; evaluation and processing of transcripts, admission applications documents as well as student admissions counseling, processing of admissions and transfer applications, credit-by-examination credentials and other registration activities and services. The Assistant Director will also have responsibilities in the supervision of staff in the absence of the Director.

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application**

**Instructions:** Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ct.edu/hr/employment>) and college transcripts to:

**Ms. Josephine Agnello-Veley**  
**Director of Human Resources and Labor Relations**  
**Capital Community College**  
**950 Main Street, Hartford, CT 06103**  
**CA-HRAplicant@capitalcc.edu**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: [rkelly@Capitalcc.edu](mailto:rkelly@Capitalcc.edu)